

**SECTION G**  
**CONTRACT ADMINISTRATION DATA**

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## SECTION G

### CONTRACT ADMINISTRATION DATA

#### G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence submitted under this Contract shall include the Contract number and be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence (as used herein, excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms, or conditions of this Contract) shall be addressed to the U.S. Department of Energy (DOE) ORP Contracting Officer's Representative (COR), with an information copy addressed to the DOE Contracting Officer and DOE RL Correspondence Control.
- (b) Other Correspondence. All other correspondence, except Contractual issues, shall be addressed to the COR with information copies of the correspondence to the Contracting Officer (CO), ORP Manager, DOE RL Correspondence Control, and the U.S. Department of Energy, Richland Operations Office (RL) Patent Counsel (when patent or technical data issues are involved). For Contractual issues (includes Contractor initiated correspondence and Contractor responses to CO-signed correspondence), the correspondence shall be addressed to the CO, with information copies to the ORP Manager and the others as listed above. (M120) (M131) (M513) (M545) (M516)

#### G.2 CONTRACT ADMINISTRATION

The Contracting Officer (CO) is:

U. S. Department of Energy  
Richland Operations Office, MS H6-60  
George Champlain (M513)  
Contracting Officer  
Hanford Procurement Division  
P.O. Box 450  
Richland, WA 99352

Tele: (509) 376-6678  
Fax: (509) 376-0570 (M166)  
E-mail: [george\\_f\\_champlain@orp.doe.gov](mailto:george_f_champlain@orp.doe.gov)

#### G.3 CONTRACTING OFFICER REPRESENTATIVE (COR)

The COR will be designated by separate letter and will represent the ORP Manager and CO in the technical phases of the work. The COR is not authorized to change any of the terms and conditions of this Contract. The CO, through properly written modification(s) to the Contract, is the only person authorized to make changes to the work scope.

The individuals identified below have been designated as a Contracting Officer's Representative (COR) for this Contract. (M310)

COR Name	Type of COR	Area of Authority	Date of Designation	COR's DOE Position
Thomas Fletcher	Primary	Unlimited	04/16/18	Assistant Manager/Federal Project Director, WTP
Mat Irwin	Alternate to Thomas Fletcher	Unlimited	05/31/19	Assistant Manager/Deputy Federal Project Director, WTP
Marla Marvin	Claims and Litigation Management	Limited to Claims and Litigation Management	05/29/19	Office of Chief Counsel

#### G.4 BILLING INSTRUCTIONS (M162)

(a) Data supplies will consist of and be submitted in accordance with the following:

- (1) One complete copy of the billing (PDF format) and a download of the details of the invoice transactions (Excel format) saved in Bechtel National, Inc's (BNI) document repository, eRoom. Access to the specific folder in eRoom will be limited to the Contracting Officer and Assistant Manager for the Waste Treatment Plant. In addition, access will be granted to those individuals within the department identified by the Contracting Officer and agreed to by BNI Controller.
- (2) In addition to the information required by the Section I Clause entitled, *Prompt Payment* (FAR 52.232-25), the following information must be included on each invoice:  
  
Budget and Reporting (B&R) Breakout.
- (3) Electronic input of billing values into the VIPERS system and attached copy of Standard Form 1034 and individual summary invoices (face sheets)
- (4) Electronic notification of each invoice submitted to the COR and CO to the following addresses:

<u>George F. Champlain@orp.doe.gov</u> (M513)	<u>Thomas W. Fletcher@orp.doe.gov</u> (M422)
U.S. Department of Energy	U.S. Department of Energy
RL	ORP
George F. Champlain (M513)	Thomas W. Fletcher, COR
Contracting Officer	Federal Project Director (M178)

- (b) Invoices for payment shall be submitted no more than twice a month except for earned fee payments which will be invoiced when earned, and provisional fee which will be invoiced monthly. All invoices shall be supported by a billing schedule summarized by funding source/project breakdown summary (PBS) group. Under Section I Clause entitled, *Prompt Payment* (FAR 52.232-25, paragraph (b)), the inserted text shall be "seventh".
- (c) Payment of submitted invoices shall be made electronically and in accordance with the *Prompt Payment Act*. Specific payment instructions shall be included in the invoice.

#### **G.5 DOE PROPERTY ADMINISTRATION**

For purposes of administering DOE property, the point of contact is:

U. S. Department of Energy  
Richland Operations Office (**M513**)  
William C. Sheretz (**356**)  
Property Administrator  
Site Stewardship Division (**M513**)  
P.O. Box 450  
Richland, WA 99352  
(509) 376-4472

#### **G.6 RESERVED**

#### **G.7 REPRESENTATIONS AND CERTIFICATIONS**

The Representations, Certifications, and Other Statements of Offerors, submitted with the Contractor's latest offer, are hereby incorporated into this Contract by reference.

#### **G.8 DELIVERY DESTINATION FOR CORRESPONDENCE AND CONTRACT DELIVERABLES**

- (a) The Contractor shall submit correspondence and deliverables either electronic or hard copy as follows:

- (i) Electronic:

All correspondence and deliverables to the DOE Richland Operations Office (DOE-RL) shall be transmitted through the use of the agreed upon electronic drop box,

The signed hard copy of all correspondence and deliverables shall be made into a PDF file, scanned, and deposited in the agreed upon electronic drop box.

(ii) Hard Copy:

The following delivery points apply to correspondence and deliverables described in Section C, *Statement of Work*. The addressee and principal delivery point for correspondence shall be as follows:

- Technical Correspondence: shall be the Contracting Officer's Representative (COR),
- All "Other Correspondence", except Contractual issues: shall be the COR.
- Contractual issues: shall be the Contracting Officer (CO).
- Deliverables: shall be the COR. (M120) (M131)

(1) Contracting Officer (CO)

Mr. George F. Champlain (M513)  
Contracting Officer  
U. S. Department of Energy  
RL  
MS H6-60  
P.O. Box 450 (for U.S. Mail delivery) Richland, WA 99352 or 2440  
Stevens Center Place (for hand delivery) Richland, WA 99354

(2) DOE RL Correspondence Control

U. S. Department of Energy  
RL  
DOE-RL Correspondence Control  
MS H5-30  
P.O. Box 550 (for U.S. Mail delivery) Richland, WA 99352 or 2430  
Stevens Center Place (for hand delivery) Richland, WA 99354

(3) Contracting Officer Representative (COR)

Mr. Thomas W. Fletcher (M422)  
Federal Project Director (M178)  
U. S. Department of Energy  
ORP  
MS H6-60  
P.O. Box 450 (for U.S. Mail delivery) Richland, WA 99352 or 2435  
Stevens Center Place (for hand delivery) (M178)  
Richland, WA 99354

(4) Office of River Protection Manager (OM)

Mr. Brian T. Vance (M422)  
Manager  
U. S. Department of Energy  
ORP  
MS H6-60  
P.O. Box 450 (for U.S. Mail delivery) Richland WA 99352 or 2440  
Stevens Center Place (for hand delivery)  
Richland, WA 99354 (M120)

- (b) For other correspondence, the delivery points are those specified in Clause G.8(a). The following delivery point also applies when patent or technical data issues are involved.

RL Patent Counsel

U. S. Department of Energy  
Richland Operations Office  
Office of Chief Counsel  
MS A4-52  
P.O. Box 550  
Richland, WA 99352

- (c) DELETED (310)
- (d) In addition to the delivery instructions in paragraph (a), following delivery point applies to contract deliverable, 1.7, Monthly Status Report.

Office of Project Assessment  
[ContractorsMPR@hq.doe.gov](mailto:ContractorsMPR@hq.doe.gov)

## **G.9 REPORTS AND DRAWINGS**

The following requirements apply to submission of all data deliverables.

- (a) The Contractor shall ensure that all data deliverables are as follows:
  - (1) Legible, sequentially numbered, and securely bound; and
  - (2) Clear, concise English using precise technical writing.
- (b) The Contractor shall prepare and submit reports as follows:
  - (1) Title page or cover sheet that identifies author, deliverable(s), and date;
  - (2) Text on standard 8 ½" x 11" letter size paper (one-way foldouts or larger sizes may be included with report text); and
  - (3) Other requirements identified in Section C, Standard 1, *Management Products and Controls*.
- (c) The Contractor shall prepare and submit drawings in accordance with American National Standards Institute (ANSI)/American Society of Mechanical Engineers (ASME) Standard Y-14 series, Drafting Standards and shall be assigned a unique number by the Contractor.
- (d) The Contractor shall submit deliverables, as follows:
  - (1) One reproducible hard copy with attachments and enclosures and one electronic copy of all to the COR, unless otherwise agreed to by the parties. (M127)(363)
  - (2) One reproducible hard copy with attachments and enclosures to the DOE RL Correspondence Control.

- (3) All electronic files shall be editable and have all functions normally available in the software for which the data was originally generated. Electronic files will be complete and consist of all data used or developed by the Contractor to generate the submission. The Contractor shall also provide a list of the electronic files included in the submission, documenting the specific deliverable for which the electronic files pertain, and the software and version used. In the event that the Contractor uses an internal proprietary software package, a copy shall be provided to DOE.
- (e) The Contractor shall maintain configuration control over changes to information provided to the Contractor by DOE or Government contractors, including and not limited to drawings, specifications, electronic files, letter reports, calculations, analysis reports, etc., as appropriate, using Contractor's established policies and procedures. The Contractor shall assign their own identifying number to information that they either create or change.

#### **G.10 SAFETY REGULATION OFFICIAL**

- (a) The ORP Assistant Manager for the Waste Treatment and Immobilization Plant (AMWTP) will have the authority for: 1) stopping work if the Contractor fails to provide the required levels of radiological, nuclear, and process safety and 2) authorizing the resumption of work upon completion of corrective actions and agreement from the ORP Assistant Manager for Safety and Quality (AMSQ). The AMSQ authority for radiological, nuclear and process safety is independent and distinctly severable from ORP line management organizations. The Contractor may be entitled to an equitable adjustment in Contract target cost, fee elements, schedule, and/or baseline for any additional delay or costs resulting from the issuance of a stop work order hereunder by the AMWTP unless the issuance of such stop work order was the result of actions of the Contractor that were not in conformance with the terms of the Contract.